

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: LOCAL WORKFORCE INVESTMENT AREAS
CHIEF ELECTED OFFICIALS
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF
WID STAFF

SUBJECT: JTA SYSTEM ON-LINE CASH REQUEST HANDBOOK

The purpose of this information bulletin is to provide an updated *Job Training Automation (JTA) System On-Line Cash Request Handbook* for the Workforce Investment Act. This handbook contains information and procedures that the subgrantee will need to setup the remote MCI dial-up access to the State JTA system. This is followed by a brief discussion of the log-in process that the designated cash request person will utilize to access the Enter Cash Request Information screen from which the actual cash request is made.

If you have any questions concerning the *JTA System On-Line Cash Request Handbook*, please contact Lynda Lawson, Cash Management Consultant, at (916) 654-7891.

/S/ BILL BURKE
Chief

Attachment is available on the Internet

[Job Training Automation System On-Line Cash Request Handbook](#)
[JTA System Information Request Form](#)
[JTA System Information Request Form - School-to-Career Program](#)
[JTA System Information Request Form - Welfare-to-Work 15 Percent](#)
[Manual JTA Cash Request Form](#)
[Manual JTA Cash Request Form - Welfare-to-Work 15 Percent](#)